



UTTARBANGA KSHETRIYA GRAMIN BANK
HEAD OFFICE: SUNITY ROAD: COOCH BEHAR- 736101

TENDER NOTICE

Sealed quotations are invited in two bid system (technical offer and commercial offer) from eligible, reputed manufacturers or their dealers for supply and installation of Glow Sign Boards at the branches and offices of Uttarbanga Kshetriya Gramin Bank. For complete details visit our website www.ubkgb.org. Date of issue of Tender: 24.10.2017. Last date for submission: 08.11.2017. Bank reserves the right to reject any/all applications without assigning any reason whatsoever.



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Objective-

Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road, Cooch Behar invites sealed tenders in respect of proposed Manufacturing, Supply and installation of Glow Sign Boards in the branches / Offices of Uttarbanga Kshetriya Gramin Bank situated in the districts of Cooch Behar, Alipurduar, Jalpaiguri and Darjeeling from registered manufacturers/ vendors of Glow Sign Board.

Submission of Tender-

1) Interested Glow Sign Board vendor may quote their best prices and submit the sealed envelope super scribing “**Tender for supply and installation of Glow Sign Board**” mentioning the date and time. The vendor shall seal the envelopes containing “**Technical Bid**” and “**Price Bid**” separately and the two envelopes shall be enclosed and sealed in an outer envelope.

2) Envelope containing Technical Bid must super scribe as “**Technical Bid for supply and installation of Glow Sign Board**”

3) Envelope containing Price Bid (As per annexure-II) should be super scribing as “**Price Proposal for supply and installation of Glow Sign Board**”

| | |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Place of Work | Branches / Offices under Cooch Behar, Alipurduar, Jalpaiguri and Darjeeling Districts. |
| Quantity | As required by the branches / offices. |
| Glow Sign Board Specifications | 1. Poly Vinyl Board with standard accessories 2. Philips make electrical equipments |
| Warranty | Two Years |
| Time of Completion of Work / Delivery Period | 10 days for delivery up to 20 Sign Boards |
| Payment Terms | 100% Payment on submission of the following documents: 1. Delivery and installation of Glow Sign Board 2. Certificate from the branch/office for successful installation of Glow Sign Board |
| Tender Documents | The tender documents can be downloaded from Bank’s website https://www.ubkgb.org on A4 size paper. |
| Date of issue of Tender | 24.10.2017 |
| Last date of Submission of Tender | 08.11.2017 by 5.00 PM |
| Date of opening of tender | 09.11.2017 or any other future date, at Head Office, Sunity Road, Cooch Behar. |
| Authority & Place of submission of Tender | General Manager, Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road, Cooch Behar. |

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The **Technical Bid** envelope must contain detailed technical specification of Glow Sign Board to be offered to the bank.

The **Price Bid** must contain the price rate as per the Annexure-II and duly signed copy of Annexure-I.

Bidders can quote prices only for Poly Vinyl pasting Glow Sign Board including all accessories and carrying cost. Bank reserves the right to accept/reject any price without assigning any reasons thereof.

The sealed tenders are invited from eligible bidders/concerns with following Terms and Conditions:

Eligibility Criteria:

1. Bidders should be a registered firm for manufacturing of Glow Sign Board having at least 2 years experience in this line of activity.
2. Vendor must have the manufacturing / business centers locally within the districts of Cooch Behar, Alipuduar, Jalpaiguri and Darjeeling.

Annexure-I
Conditions for Supply & Installation
(To be signed and attached along with Sealed Quotation)

1. **Date of commencement:** - The date of commencement shall be reckoned as the date of work order issued to the successful Bidder.
2. **Time of completion:** - The work shall be completed in all respect within a period of 10 days from the issuance of work order for delivery up to 20 Glow Sign Boards.
3. **Liquidated damage:** - If the supplier fails to complete the job (supply, installation and commissioning of Glow Sign Board) within the stipulated time, the bank will be entitled to charge liquidated damage @ 0.5% of the accepted contract sum per week subject to a maximum of 10% of the accepted contract sum.
4. **Validity Period:** - **The Price quoted shall be valid for a period of One Year.**
5. Order will be placed by Head Office as per requirement from time to time.
6. Delivery freight and all other similar charges shall be borne by the supplier and no separate payment shall be made on this account.
7. Item Rate should be inclusive of all taxes whatsoever and bank will not entertain any additional claims of the supplier in this respect.
8. Any damage caused by the workman of the successful bidder to wall, ceiling, floors or existing furniture & fixtures etc. should be repaired at their cost.
9. Any materials found defective by the bank during or after execution of work shall be removed from site by the successful bidder and such materials should not be re-used in the work.
10. In case of extremely unsatisfactory execution, incompetence, bad workmanship, use of materials officially rejected by the bank, Bank is empowered to terminate the contract and engage separate agencies for completing the work on successful bidders risk & cost by serving 3 days notice to the successful bidder.
11. The successful bidder will observe all necessary precaution at his cost to safeguard the workers during execution of work.
12. The rates in the tender should be mentioned in figures as well as in words.
13. In case of damage of Glow Sign Board during warranty period, the vendor has to replace the same at their own cost within 7 days of receipt of information from Branch/Regional Office/Head Office.

Signature of the bidder
(With seal)

[3]
Annexure-II
FORMAT FOR SEALED QUOTATION

Name of the Firm/Company:

Contact No:

Email Id:

| Tender for Manufacturing, Supply & Installation of Glow Sign Board at Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road, Cooch Behar (WB)- 736101 | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------|------------|
| Sl.No | Description | Quantity | Rate per Square Feet (Rs.) | Amt. (Rs.) |
| 1 | Manufacturing,Supplying and Installation of Glow Sign Board. Specification: Poly Vinyl Board with standard accessories. Standard size- 10ft x 30ft which may varies depending on the specific requirement of Branch / Office. | | | |
| 2. | Warranty Period | | | |

(Amount in Words):

Rupees.....only

Note: Above rate includes all taxes, cost of other accessories and carrying cost/ transportation charges.

**Signature of the bidder
(with seal)**